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ABSTRACT

Compiled from survey forms distributed to bibliographic instruction librarians in academic and special libraries in the spring of 1987, this directory includes information on the bibliographic instruction programs and methods of 17 Vermont universities and colleges listed according to the following metropolitan areas: (1) Bennington (Southern Vermont College Library); (2) Brattleboro (Community College of Vermont); (3) Burlington (Champlain College, Trinity College, and the University of Vermont--Bailey/Howe Library and Dana Medical Library); (4) Castleton (Castleton State College--Calvin Coolidge Library); (5) Johnson (Johnson State College--John Dewey Library); (6) Lyndonville (Lyndon State College--Samuel Read Hall Library); (7) Middlebury (Middlebury College); (8) Montpelier (Vermont College); (9) Northfield (Norwich University); (10) Plainfield (Goddard College); (11) Poultney (Green Mountain College); (12) Randolph Center (Vermont Technical College); (13) Rutland (College of St. Joseph Library); (14) South Royalton (Vermont Law School); and (15) Winooski (St. Michael's College). Each entry includes institutional data (library, college or university, address, contact person, telephone number, and size of institution); bibliographic instruction methods and materials; bibliographic instruction policies and procedures, including number of individuals involved in delivery of service; and comments. (KM)

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# A Directory of Programs and Methods

**Johnson State College**
**Johnson, Vermont**

For copies contact:

Reference Librarian
John Dewey Library
Johnson State College
Johnson, Vermont 05656

(802) 635-2356

This directory was compiled from survey forms distributed to bibliographic instruction librarians in academic and special libraries in the spring of 1987. The results of the survey were presented at the Vermont Library Association Annual Conference held at St. Michael's College on May 27-29 in Winooski.

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BENNINGTON
- Southern Vermont College Library

BRATTLEBORO
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- University of Vermont
  - Bailey/Howe Library
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CASTLETON
- Castleton State College
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JOHNSON
- Johnson State College
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LYNDONVILLE
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MIDDLEBURY
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NORTHFIELD
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PLAINFIELD
- Goddard College

POULTNEY
- Green Mountain College

RANDOLPH CENTER
- Vermont Technical College

RUTLAND
- College of St.Joseph Library

SOUTH ROYALTON
- Vermont Law School

WINOOSKI
- St.Michael's College

Bennington

**INSTITUTIONAL DATA**

Library: Southern Vermont College Library

College, University: Southern Vermont College

Address: Monument Road
Bennington, VT 05201

Contact Person: Diana Maher or Virginia Lavoeister

Telephone #: (802) 442-5427 x124

Size of Institution

Faculty: c. 20 w/20-25 adjunct
Undergraduates: 450

**BIBLIOGRAPHIC INSTRUCTION METHODS AND MATERIALS**

Exercises/Worksheets
Library Orientation Tours
Classes/lectures requested by faculty

**BIBLIOGRAPHIC INSTRUCTION POLICIES AND PROCEDURES**

How many individuals are involved in delivery of this service?

Librarians: 3

**COMMENTS:**

Currently we offer one or two sessions of library skills instruction as part of some English composition classes and nursing, environmental studies, and business courses, as requested by faculty. Content is geared to the subject matter of the particular course. Brief orientation tours are provided for new students.

Brattleboro

INSTITUTIONAL DATA

Library: Community College of VT

College, University: Main Office-Brattleboro

Address: 15 Green St.
Brattleboro, VT 05301
(w/12 site offices)

Contact Person: Eileen Chalfoun

Telephone #: (800) 431-0025

Size of Institution
Faculty: 400
Undergraduates: 3,025

BIBLIOGRAPHIC INSTRUCTION METHODS AND MATERIALS

Library Handbook (Biblio-Tech)
Workbooks
Exercises/Worksheets
Pathfinders/ Bibliographies
Computer produced
Software Some commercial, some we created
Computer Assisted Instruction
Hardware Computers in each site office library
Software Math, English, Writing, Library Skills, Languages
Library Orientation Tours
Classes/lectures requested by faculty
Library classes for college credit
Term paper/writing clinics

BIBLIOGRAPHIC INSTRUCTION POLICIES AND PROCEDURES

How many individuals are involved in delivery of this service?
Librarians 1

Other(please specify) Coordinators of Instruction

COMMENTS:

Our bibliiographic instruction begins when instructors submit their Course Descriptions (syllabi). Where appropriate, they are encouraged to incorporate research objectives. There are then orientations and specific workshops designed to help their students accopalish those objectives. In each site office Coordinators are trained to conduct workshops in research and writing reports and term papers. Various instructional media are used to accoeplish this.

Burlington

## INSTITUTIONAL DATA

College, University: Champlain College

Address: 371 Maple Street
Burlington, VT 05401

Contact Person: Jeanne Popecki

Telephone #: (802) 658-0800 x374

Size of Institution

Undergraduates: 1500

## BIBLIOGRAPHIC INSTRUCTION METHODS AND MATERIALS

Pathfinders/ Bibliographies
Library Orientation Tours (at request of faculty)
Classes/lectures requested by faculty

## BIBLIOGRAPHIC INSTRUCTION POLICIES AND PROCEDURES

How many individuals are involved in delivery of this service?

Librarians: 2

Burlington

INSTITUTIONAL DATA

Library: Farrell Library
College, University: Trinity College

Address: Colchester Avenue
Burlington, VT 05401

Contact Person: Carolyn Barnes

Telephone #: (802) 658-0337

Size of Institution

Faculty: 70 (40 F/T, 30 P/T)
Undergraduates: 926
Other: Weekend College, Evening Degree, and PACE (part-time older students)

BIBLIOGRAPHIC INSTRUCTION METHODS AND MATERIALS

Workbooks
Pathfinders/Bibliographies
Library Orientation Tours
Classes/lectures requested by faculty
Term paper/writing clinics (through the Writing Center run by the English Dept.

BIBLIOGRAPHIC INSTRUCTION POLICIES AND PROCEDURES

How many individuals are involved in delivery of this service?

Librarians: 2
Library Staff: 1

COMMENTS:

Freshmen and new evening degree students have orientation tours. We've used brief workbooks, but class presentations/demonstrations, after a term paper has been assigned, seem to work best.

Burlington

INSTITUTIONAL DATA

Library Bailey/Howe
College, University University of Vermont
Address Burlington, VT 05405

Contact Person Mara Saule
Telephone # 656-2922
Size of Institution
Faculty: 898 (Full-time)
Undergraduates: 8151
Graduate Students: 1034 + 355 Med Students
Other: 1536 (Continuing education

BIBLIOGRAPHIC INSTRUCTION METHODS AND MATERIALS

Library Handbook
Workbooks **Self-guided tour**
Exercises/Worksheets
Pathfinders/ Bibliographies
Computer produced
Hardware AT&T 6300 fixed disk system
Software Turbo Pascal program (Written in-house) and WORDSTAR
Self-guided tours
Videotape Very dated. Needs complete revision
Computer Assisted Instruction
Hardware AT&T 6300, dual floppy
Software Written in-house using Dan Bricklin demo program
Library Orientation Tours
Classes/lectures requested by faculty
Term paper/writing clinics

BIBLIOGRAPHIC INSTRUCTION POLICIES AND PROCEDURES

How many individuals are involved in delivery of this service?
Librarians 8

Burlington

## INSTITUTIONAL DATA

Library: Dana Medical Library

College, University: University of Vermont

Address: Burlington, VT 05401

Contact Person: Tamara Durfee

Telephone #: (802) 656-4372

Size of Institution

Faculty: 990 (285 Medical School Faculty)
Undergraduates: 7818
Graduate Students: 1,088
Other: 400 Medical Students (our primary usage)

## BIBLIOGRAPHIC INSTRUCTION METHODS AND MATERIALS

Library Handbook
Workbooks
Computer Assisted Instruction
Software: BRS Colleague Instruction
Library Orientation Tours
Classes/lectures requested by faculty

## BIBLIOGRAPHIC INSTRUCTION POLICIES AND PROCEDURES

How many individuals are involved in delivery of this service?

Librarians: 5

Castleton

INSTITUTIONAL DATA

Library: Calvin Coolidge Library

College, University: Castleton State College

Address: Castleton, VT 05735

Contact Person: Claudia Ruediger Jung

Telephone #: (802) 468-5611

Size of Institution

Faculty: 89 full-time plus numerous adjuncts

Undergraduates: 1825 full and part-time

Graduate Students: 175 full and part-time

BIBLIOGRAPHIC INSTRUCTION METHODS AND MATERIALS

Library Handbook
Pathfinders/ Bibliographies
Computer produced
Hardware: micro (Zenith)
Software: Wordstar
Library Orientation Tours
Classes/lectures requested by faculty
Library classes for college credit

BIBLIOGRAPHIC INSTRUCTION POLICIES AND PROCEDURES

How many individuals are involved in delivery of this service?

Librarians: 4

Johnson

INSTITUTIONAL DATA

Library: John Dewey Library

College, University: Johnson State College

Address: Johnson, VT 05656

Contact Person: Linda Kraeer

Telephone #: (802) 635-2356

Size of Institution

Faculty: 55 Adjunct faculty: 43
Undergraduates: 925
Graduate Students: 100
Other: External Degree Program (EDP) 180

BIBLIOGRAPHIC INSTRUCTION METHODS AND MATERIALS

Library Handbook
Exercises/Worksheets
Pathfinders/ Bibliographies
Computer produced
Hardware: Zenith 100 Microcomputer
Software: Wordstar
Library Orientation Tours
Classes/lectures requested by faculty

BIBLIOGRAPHIC INSTRUCTION POLICIES AND PROCEDURES

How many individuals are involved in delivery of this service?

Librarians: 2

COMMENTS:

Development of a formal bibliographic instruction program, with prescribed goals and objectives for various degree offerings, has been a continuing concern. A majority of our instructional objectives still focus on orientation to the library but, increasingly, faculty requests for classes have effected changes in our method of instruction. Large classes, too, have prompted our investigation of audiovisual presentations to supplement class offerings and to ease staffing shortfalls.

LYNDONVILLE

## INSTITUTIONAL DATA

Library: Samuel Read Hall

College, University: Lyndon State College

Address: Lyndonville, VT 05851

Contact Person: Beth Hurley

Telephone #: (802) 626-9371

Size of Institution

Faculty: 76

Undergraduates: 800

Graduate Students: 20

## BIBLIOGRAPHIC INSTRUCTION METHODS AND MATERIALS

Library Handbook
Exercises/Worksheets
Pathfinders/ Bibliographies
Computer produced
Hardware: (Zenith system)
Software: (Wordstar)
Library Orientation Tours
Classes/lectures requested by faculty
Term paper/writing clinics

## BIBLIOGRAPHIC INSTRUCTION POLICIES AND PROCEDURES

How many individuals are involved in delivery of this service?

Librarians: 1

Library Staff: 1

Middlebury

## INSTITUTIONAL DATA

Library: Egbert Starr Library

College, University: Middlebury College

Address: Middlebury, VT 05753

Contact Person: Mr. Terry Plue

Telephone #: (802) 388-3711 x5503

Size of Institution

Faculty: 145
Undergraduates: 2,000

## BIBLIOGRAPHIC INSTRUCTION METHODS AND MATERIALS

Library Handbook (Visitor's Guide)
Exercises/Worksheets
Pathfinders/ Bibliographies
Computer produced
Hardware: Zenith CZF 151 21 with hard disk, DEC Rainbow
Software: WordStar, FinalWord
Library Orientation Tours
Classes/lectures requested by faculty
Term paper/writing clinics

## BIBLIOGRAPHIC INSTRUCTION POLICIES AND PROCEDURES

How many individuals are involved in delivery of this service?

Librarians: 1 (with 5 assistants)
Library Staff: 1 only very occasionally
Student Assistants: 2

## COMMENTS:

We emphasize course related instruction, although we offer senior thesis seminars, freshman writing library classes, and bibliographic consultations. We produce selective guides to the literature of all majors and programs offered by the College, and each bibliographic instruction class is accompanied by a pathfinder. Annual report available upon request.

Montpelier

INSTITUTIONAL DATA

Library Gary Memorial Library

College, University Vermont College

Address Montpelier, VT 05602

Contact Person Deborah Sessions

Telephone # (802) 223-8748

Size of Institution

Undergraduates: On-campus and Low Residency
Graduate Students: Total for both 731

BIBLIOGRAPHIC INSTRUCTION METHODS AND MATERIALS

Library Handbook
Exercises/Worksheets
Pathfinders/ Bibliographies
Library Orientation Tours
Classes/lectures requested by faculty

BIBLIOGRAPHIC INSTRUCTION POLICIES AND PROCEDURES

How many individuals are involved in delivery of this service?

Librarians 1

Northfield

## INSTITUTIONAL DATA

Library: Henry Prescott Memorial Library

College, University: Norwich University

Address: Northfield, VT 05663

Contact Person: Paul Heller

Telephone #: (802) 485-5011

Size of Institution

Faculty: 100
Undergraduates: 1500
Graduate Students: 30

## BIBLIOGRAPHIC INSTRUCTION METHODS AND MATERIALS

Library Handbook
Exercises/Worksheets
Pathfinders/ Bibliographies
Computer produced
Hardware: IBM PC
Software: WPS 80
Library Orientation Tours
Classes/lectures requested by faculty

## BIBLIOGRAPHIC INSTRUCTION POLICIES AND PROCEDURES

How many individuals are involved in delivery of this service?

Librarians: 2
Library Staff: 1

Plainfield

## INSTITUTIONAL DATA

Library Goddard College Library

College, University Goddard College

Address Plainfield, VT 05667

Contact Person Vincent Rossano

Telephone # (802) 454-8311

Size of Institution

Faculty: 22

Undergraduates: 85 resident/ 115 non-resident

Graduate Students: 2 res. / 110 non-res.

## BIBLIOGRAPHIC INSTRUCTION METHODS AND MATERIALS

Library Handbook
- Computer produced
  - Hardware IBM-PC
  - Software PC-WRITE

Computer Assisted Instruction
Library Orientation Tours
Classes/lectures requested by faculty
Term paper/writing clinics

## BIBLIOGRAPHIC INSTRUCTION POLICIES AND PROCEDURES

How many individuals are involved in delivery of this service?

Librarians 2

Poultney

INSTITUTIONAL DATA

Library Green Mountain College

College, University Green Mountain College

Address Poultney, Vt. 05764

Contact Person Margot Bouchard

Telephone # (802) 287-9313

Size of Institution

Faculty: ~50
Undergraduates: ~500

BIBLIOGRAPHIC INSTRUCTION METHODS AND MATERIALS

Library Handbook
Workbooks
Exercises/Worksheets
Pathfinders/ Bibliographies
Library Orientation Tours
Classes/lectures requested by faculty
Term paper/writing clinics

BIBLIOGRAPHIC INSTRUCTION POLICIES AND PROCEDURES

How many individuals are involved in delivery of this service?

Librarians 1

COMMENTS:

I "walk" freshman through a hypothetical term paper while covering all of our goodies!

Randolph Center

INSTITUTIONAL DATA

Library: Hartness Library

College, University: Vermont Technical College

Address: Randolph Center, VT 05061

Contact Person: Dewey Patterson

Telephone #: (802) 728-3391

Size of Institution
Faculty: 55
Undergraduates: 625

BIBLIOGRAPHIC INSTRUCTION METHODS AND MATERIALS

Library Handbook
Library Orientation Tours
Classes/lectures requested by faculty

BIBLIOGRAPHIC INSTRUCTION POLICIES AND PROCEDURES

How many individuals are involved in delivery of this service?

Librarians 3
Library Staff 1
Student Assistants __
Other(please specify) __

COMMENTS:

Vermont Technical College is a two-year technical and agricultural college with the vast majority of students coming from from Vermont. These students are often the first in their families to attend college and come to VTC right after high school. Library bibliographic instruction is planned into the English curriculum at the beginning of each semester so that every student has an orientation to our library. Further instruction may be requested by other faculty members, as well as CCV instructors, local high schools, etc..

To begin each bibliographic instruction session, we provide each student with a library handbook. A classroom presentation follows, with a lecture incorporating overhead transparencies which cover L C subject headings, cross reference index, Reader's Guide, Magazine Index, our catalog and vertical files. We take a reference question from initial query to solution, using all of these resources. Then, a library tour is conducted, pointing out locations of materials, machine use, introduction of staff, etc.. Usually faculty members provide follow-up exercises for their classses, using both people and material resources in the library.

Rutland

**INSTITUTIONAL DATA**

| | |
|---|---|
| Library | College of St. Joseph Library |
| College, University | College of St. Joseph |
| Address | Clement Road |
| | Rutland, VT 0570 |
| Contact Person | Sister Monica Fitzgerald |
| Telephone # | (802) 773-5900 x232 |

**BIBLIOGRAPHIC INSTRUCTION METHODS AND MATERIALS**

Exercises/Worksheets
Library Orientation Tours
Term paper/writing clinics
(All controlled by English Department)

**BIBLIOGRAPHIC INSTRUCTION POLICIES AND PROCEDURES**

How many individuals are involved in delivery of this service?

English Composition Faculty

**COMMENTS:**

It was decided by the Curricuulua Development Committee that the necessary bibliographic instruction would be combined with the term paper writing and would be handled by the English Composition instructors.

South Royalton

INSTITUTIONAL DATA

Library: Founders Library

College, University: Vermont Law School

Address: P.O. Box 60
S. Royalton, VT 05068

Contact Person: Abby Armstrong

Telephone #: (802) 763-8303

Size of Institution

Faculty: 25
Graduate Students: 400 J.D.
Other: 10 Masters of Studies in Law Students

BIBLIOGRAPHIC INSTRUCTION METHODS AND MATERIALS

Library Handbook
Workbooks
Exercises/Worksheets
Computer Assisted Instruction
Westlaw computer assisted legal research
Library Orientation Tours
Classes/lectures requested by faculty
Library classes for college credit
Term paper/writing clinics

BIBLIOGRAPHIC INSTRUCTION POLICIES AND PROCEDURES

How many individuals are involved in delivery of this service?

Librarians: 3.5

Winooski

INSTITUTIONAL DATA

Library: Durick Library

College, University: St. Michael's College

Address: College Parkway
Winooski, VT 05404

Contact Person: Mary T. Rivard / Diane Boisvier

Telephone #: (802) 655-2000 x2405

Size of Institution

Faculty: 200 with adjunct and summer
Undergraduates: ~1600
Graduate Students: ~400

BIBLIOGRAPHIC INSTRUCTION METHODS AND MATERIALS

Library Handbook
Pathfinders/ Bibliographies
Computer produced
Hardware: DisplayWriter
Self-guided tours
Audiotape
Computer Assisted Instruction
Library Orientation Tours
Classes/lectures requested by faculty

BIBLIOGRAPHIC INSTRUCTION POLICIES AND PROCEDURES

How many individuals are involved in delivery of this service?

Librarians: 2